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## **Elea Covid-19 Business Continuity Plan**

**Last update: March 5<sup>th</sup>, 2020**

Elea is marketing PEF systems developed and built at its partner, DIL in Quakenbrueck, Germany. Elea operates from its headquarters in Quakenbrueck Germany. Elea is proactively monitoring the continuing development of concerns with the Coronavirus outbreak throughout the world and implementing measures in its management, supply chain as well as employee training.

### **Elea key personnel and communication**

Elea management consisting of the general manager and the operations manager are point of contact to coordinate relevant readiness activities and monitor news and announcements to identify suitable measures and responsibilities. Key team members are the engineering manager, responsible for coordination supply of systems and spare parts, the financial manager responsible for accounting and finance as well as the sales manager, responsible for client contact and support coordination.

Elea has developed strategies to respond to potentially upcoming scenarios such as quarantine of areas, its employees suspected or confirmed to be infected as well as on communication to clients and team. The measures and strategies are focusing on the following areas:

### **Elea PEF system supplies**

Elea and DIL are coordinating ordering of components for system build as well as spare parts with a 12 months advance forecast period and have key components on stock for that timeframe to be used for new builds or spare parts. Alternative suppliers are in place for all parts we use, including electrical components such as semiconductors and mechanical parts. We are prebuilding core modules such as power supplies or pulse modulators as a standard approach and have systems of all sizes available as pre-built subunits.



### **Elea spare parts supplies**

Elea has a spare parts storage with all critical wear and spare parts on stock for dispatch within 24 hours. The inventory coverage for spare parts is between 6 and 12 months. In addition to Elea storage DIL manufacturing as well as our agents and distributor have own stock which we can access in case of shortages. Parts are stored at different locations to allow access in case of any shutdowns related to virus outbreaks.

### **Elea facilities hygiene and travel policy**

In our facilities we have adopted all WHO, federal and local hygiene regulations and advice including personnel training on risk minimization, supply of protective equipment and sanitizers for employees and guest as well as limiting unnecessary travel or applying lower risk routing. We are monitoring government agency travel restrictions and warnings on a daily base. Any employee returning from risk areas or areas turned into such during their presence, with or without any symptoms, exposed to or in contact to suspected cases is put into a 14 day home quarantine and/or testing according to government rules. Incoming visitors are required to submit a travel history and risk assessment prior to getting access to our facilities. To reduce potential risks for service and installation visits we have added two members of engineering staff beginning this year which allows additional flexibility in case of travel restrictions or reduced availability due to potential quarantine measures.

### **IT infrastructure and remote working options**

Elea has home office guidelines in place, our IT and telecommunication infrastructure allow VPN home and remote access options to secure access in case of any quarantine or shutdown issues at our headquarters. Elea personnel is required to carry laptop computers with the option to access client related data as well as system documentations and communication tools. All server infrastructure has local as well as external backup routines.

### **Transport of parts and systems**

Elea is using a number of local and global freight forwarding, packaging and handling partners. A potential weakness of the supply chain for outgoing parts and systems as well as incoming repair or warranty parts can be higher time requirements due to less available capacity on vessel or flights capacity. We have established alternative e.g. road transport options and suggest to plan extra time for transport processes.

### **Updates and monitoring**

Elea is carefully monitoring the developments regarding parts supplies as well as transport and travel options and will update its continuity plan and activities in close cooperation with its partners and clients.

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Managing Director

Handwritten signature of J. Sölkner in blue ink.

Operations Manager